

SOGS Committee: Minutes Writing Policy
Policy Category: Committees
Subject: Writing committee minutes

Vetting Authority: SOGS Policy Committee

Approving Authority: SOGS Council

Related Documents: SOGS constitution 5.1.2(b), SOGS Bylaws 9.2.8, 14.1, 15.1.1, 15.4.4,
Robert's Rules of Order: Section 48

Effective Date: to be determined

1 PURPOSE

1. The purpose of this policy is to guide the writing of committee meeting minutes for the Society.

2 POLICY

2.1 Fundamental Principles

2.1.1 SOGS Committees exist to do the work of the Society.

2.1.2 SOGS Committee minutes serve as an official record of SOGS Committee proceedings and as a measure of accountability of SOGS Committees to the Society.

2.1.3 SOGS Committees publish their minutes to monthly Council packages.

2.1.4 Consistent minute format and content increases their usefulness and reliability.

2.2 General Guidelines

2.2.1 SOGS Committee minutes shall contain the following:

2.2.1.1 The name of the Society;

2.2.1.2 The name of the Committee;

2.2.1.3 The date, time, and location of the meeting;

2.2.1.4 A record of attendees, including proxies and the recording secretary;

2.2.1.4.1 The name and subject of a guest speaker;

2.2.1.4.1.1 No effort should be made to summarize their remarks;

2.2.1.5 The fact of quorum;

2.2.1.6 The time at which the meeting is called to order;

2.2.1.7 Agenda items as headings;

2.2.1.8 Motions formulated during the committee meeting, the mover and seconder, and their exact wording;

2.2.1.8.1 The number of votes in favor, votes against, and abstentions;

2.2.1.9 Points of order and appeals, whether sustained or lost, and the reasons given by the chairperson for their ruling;

2.2.1.10 The fact of a recess;

2.2.1.10.1 The length of the recess including the times it began and ended;

2.2.1.11 The fact of entering an in-camera session;

2.2.1.11.1 The length of the in-camera session including the times it began and ended, and a summary of its contents;

2.2.1.12 A member who requests to be quoted in the minutes shall be recorded verbatim;

- 2.2.1.13 In the event that a committee member takes offense to the actions of another committee member during a committee meeting, the names of the members involved and the nature of the dispute shall be recorded;
- 2.2.1.14 The time at which the meeting is adjourned;